

**FY 2005 SPECIAL PROJECT GRANTS
CONCEPT PAPER DEVELOPMENT
REQUEST FOR APPLICATIONS
(APPLICATION B)**

**Applications Must Be
Received By
Wednesday, June 1, 2005**

Submit Applications to:

**Lisa Johnson, Grants Officer
Food and Nutrition Service, USDA
Grants Management Division
WIC Special Project Concept Paper Development
3101 Park Center Drive, Room 738
Alexandria, VA 22302**

**SPECIAL SUPPLEMENTAL NUTRITION PROGRAM
FOR WOMEN, INFANTS, AND CHILDREN (WIC)**

**FY 2005 SPECIAL PROJECT GRANTS
REQUEST FOR CONCEPT PAPERS**

INTRODUCTION

The USDA Food and Nutrition Service (FNS) announces the availability of approximately \$150,000 dollars in fiscal year (FY) 2005 funds for concept paper development. These funds will be used to develop preliminary FY 2005 concept papers into full grant proposals for submission for the FY 2006 WIC Special Project Grants application cycle. Up to 10 grants of \$15,000 each will be awarded to State Agencies by September 30, 2005. The actual number of concept paper awards will depend on how much of the FY 2005 funds will be used to fund the FY 2005 WIC Special Project Grants.

The following steps outline the process of applying for FY 2005 concept paper grants:

- State Agencies will submit FY 2005 concept papers by June 1, 2005.
- The most promising concepts will be selected for funding by September 30, 2005.
- Each State agency selected for funding should include someone with experience in designing, developing, implementing and evaluating social or public health research projects. The person could be a social scientist or someone with a public health nutrition or public health research background from a university, institute, consulting firm or government agency. This person should work with the WIC State agency and any participating local agencies to develop the concept paper into a full grant proposal. **FNS prefers, to the extent possible, that this person will also be responsible for the evaluation of the Special Project if it is selected for FY 2006 funding. This will help ensure continuity between the development of the grant proposal and subsequent evaluation of the project.** State agencies are responsible for entering into and administering any necessary subcontract and for ensuring that grant proposals are completed in time to submit for FY 2006 Special Project Grant funds (around June 1, 2006).
- State Agencies that receive concept paper grants **must** submit the fully developed grant proposals for consideration for FY 2006 Special Project Grants funds by the deadline for such proposals (around June 1, 2006), and grant funds for FY 2005 concept paper development must be expended by September 30, 2006.
- State Agencies that do not submit concept papers or whose concept papers are not selected for funding will still be allowed to submit proposals for FY 2006 Special Project Grants funds.
- FNS will use a competitive award process to select grant proposals for funding with FY 2006 Special Project Grants money. However, grant funding in FY 2006 is not guaranteed.

WHO MAY APPLY

As specified in legislation, these grants are only available to the 88 WIC State Agencies responsible for administering WIC in States, Territories, and Indian Tribal Organizations (ITOs). Concept paper development funds may be awarded to individual State Agencies or to a consortium of State Agencies. FNS encourages smaller State Agencies or ITOs to consider collaborating with other State Agencies on concept papers. Each State Agency may submit only one concept paper. If a State Agency submits a concept paper as part of a consortium of agencies, it may not also submit one individually. State Agencies that apply for FY 2005 WIC Special Project Grants (Application A) **are also allowed** to submit applications for FY 2005 Concept Paper funding. State Agencies are allowed to receive funding for both concept papers and WIC Special Project Grants.

CONCEPT PAPER APPLICATION FORMAT

State agencies should submit a narrative concept paper that provides the following information:

- Name, address, and phone number of the appropriate State Agency contact person;
- A description of the problem that the proposed project addresses and how the expected results of the project can be used to improve program services at either the regional or national level;
- Potential contribution of the project to the theme of “Revitalizing Quality Nutrition Services in WIC – Childhood Overweight Prevention – Fit WIC 2”. Details on the focus area are contained in Attachment 1;
- Project goals and objectives;
- Essential features of the project design including a description of how the project will be accomplished and the goals achieved, and
- A description of how the \$15,000 grant will be used to develop the concept paper into a full grant proposal and what oversight will be provided to ensure timely completion of the grant proposal for submission for FY 2006 grant funds.

Concept papers should meet the following formatting guidelines:

- **five page maximum length**, exclusive of any letters of commitment or support and any resumes or curriculum vitas,
- 8 ½” by 11” paper,
- single-spaced text,
- at least 1” margins on top, bottom, and sides,
- 12 point font size,
- numbered pages, and
- printing on one side of page only.

Electronic Application Procedure

All grant applications must be received by FNS on or before **Wednesday, June 1, 2005, 5:00 p.m., Eastern Daylight Time**. Applications can be submitted electronically by accessing <http://www.grants.gov/>. Applications submitted via direct e-mail or fax will not be accepted. This new government website was designed for electronic submission of grant applications/proposals. In order to apply online, you will need to have the Catalog of Federal Domestic Assistance Number (10.557) available. Regardless of the delivery method you choose, please do so sufficiently in advance of the due date to ensure your application package is received by the deadline. It is your responsibility to meet this deadline. Late applications will not be considered. We will not consider additional information or revisions to applications once *the submission deadline has passed*.

Additionally, there is a new requirement for applicants of Federal Government awards to have a Data Universal Numbering System (DUNS) number. If your agency has not yet obtained a number, you will need to contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge to obtain a DUNS number. The DUNS number will serve as a means of tracking and identifying applications and is required to be included on all applications for Federal assistance, regardless of the method they are submitted. The DUNS number is also required to complete the additional steps to become a registered Grants.gov user. To apply online through <http://www.grants.gov/>, you will need to follow a number of steps before submitting applications electronically, including registering in the Federal Government's Central Contractor Registry (CCR). We urge you to visit <http://www.grants.gov/> and click on the "Getting Started" tab *well in advance of the submission deadline* to get a thorough understanding of the steps you will need to follow to use this means of applying for Federal grant opportunities.

All applicants who opt to submit their application/proposal via www.grants.gov must send an e-mail to lisa.johnson@fns.usda.gov, advising that the application was submitted through the grants.gov portal. This e-mail must be received no later than 5:00 PM EDT on the application due date. Also, the grants.gov system provides several confirmation notices when an application is submitted through the portal and therefore you need to be sure that you receive a confirmation notice which acknowledges that your application was accepted by the system.

If there are any questions regarding the WIC Special Projects Request for Applications, please contact Lisa Johnson of the Grants Management Division at 703-305-2848.

FOCUS AREA FOR CONCEPT PAPERS

Attachment 1 outlines the Focus Area for the FY 2005 Concept Papers. All Concept Papers **must** fall within this Focus Area. Concept Papers which do not fit into the Focus Area will not be evaluated further.

EVALUATION OF CONCEPT PAPERS

FNS will convene a panel to review each Concept Paper. The papers will be evaluated against the following criteria:

- The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project **(20 points)**.
- Potential contribution of the project to the theme of “Revitalizing Quality Nutrition Services in WIC – Childhood Overweight Prevention – Fit WIC 2”, and focus on adapting, replicating, and/or evaluating the effectiveness of FIT WIC materials in specific WIC settings **(50 points)**.
- Uniqueness and innovation of project goals, objectives, and design **(30 points)**.

APPLICATION PROCEDURES

The complete application package must be received by FNS no later than 5:00 p.m., Wednesday June 1, 2005. In addition to an original and two copies of the concept paper, the following forms should be enclosed:

STANDARD FORMS (Original and 2 copies)

_____ Standard Form 424, Application for Federal Assistance

_____ Standard Form 424A, Budget Summary

_____ Standard Form 424B, Assurances - Non-Construction Programs

CERTIFICATION (Original and 2 copies)

_____ Certification Regarding Lobbying - Contracts, Grants, Loans, and Cooperative Agreements

One copy of each application document **must** be ready for copying, that is single-sided, unstapled, unbound, on 8 ½” X 11” paper, and single spaced. State Agencies must mail or deliver applications to:

Lisa Johnson, Grants Officer
 USDA Food and Nutrition Service
 Grants Management Division
 3101 Park Center Drive, Room 738
 Alexandria, VA 22302

**ALL APPLICATIONS MUST BE RECEIVED BY FNS
 NO LATER THAN 5:00 PM E.D.T ON WEDNESDAY, JUNE 1, 2005
 FAXED APPLICATIONS WILL NOT BE ACCEPTED**

FISCAL YEAR 2005 WIC SPECIAL PROJECT GRANTS

FOCUS AREA FOR CONCEPT PAPERS

**REVITALIZING QUALITY NUTRITION SERVICES IN WIC (RQNS) -
CHILDHOOD OBESITY PREVENTION – FIT WIC 2**

The focus area for the FY 2005 WIC Concept Papers is intended to build on the successes of the 1999 WIC Special Project Grants (SPG), obesity prevention projects referred to as “Fit WIC”, by replicating and/or adapting the materials and other tangible outputs already developed in FIT WIC and evaluating the replicated or modified materials for effectiveness in specific WIC settings (e.g. rural or urban) and/or WIC populations (e.g. Native American participants, Hispanic participants, etc.). Applicants should refer to the WIC Works Resource System (<http://www.nal.usda.gov/wicworks/>) for more information and materials regarding the 1999 FIT WIC reports and materials. Proposals that do not fit into the focus area will not be evaluated further.

Nutrition Services in WIC include the WIC nutrition assessment (for certification purposes and for application towards the tailoring of subsequent nutrition services and benefits), nutrition education, food package prescription, breastfeeding promotion and support, and referrals to health and social services. In the report *WIC Faces Challenges in Providing Nutrition Services*¹, the General Accounting Office (GAO) identified six challenges facing the WIC Program, including two challenges that specifically impact the delivery of high-quality nutrition services to participants. Those two challenges are assessing the effect of nutrition services and improving WIC’s ability to respond to emerging health issues. In addition, recent studies have shown that WIC needs to: 1) strengthen its nutrition education component; 2) adopt a more behavioral approach in nutrition counseling; 3) be more client-oriented; and 4) focus on healthy behavior for life.

The 2005 concept papers are expected to replicate and/or adapt the FIT WIC materials and evaluate the replicated or modified materials for effectiveness in other WIC settings and/or populations. The original FIT WIC materials may be adapted or have minor modifications for the purpose of regional preferences and cultural needs. It is expected that awardees granted funding for the 2005 concept papers will be expected to submit a full proposal for the SPG 2006.

The most appropriate concept papers will be those that: (1) replicate and/or adapt and evaluate FIT WIC materials for effectiveness in the WIC setting; (2) can be replicated in a variety of WIC settings (without changes or with minor changes for the purpose of regional preferences and cultural needs); and (3) include materials, products or other tangible outputs that can be adapted and evaluated for effectiveness for specific participants and/or WIC staff training purposes.

Concept papers that will be considered for this year’s funding are limited to:

¹ WIC Faces Challenges in Providing Nutrition Services (GAO-02-142, December 7, 2001). United States General Accounting Office, Washington, D.C.

- Proposals that address the focus area of replicating and/or adapting FIT WIC materials and tangible outputs from the original 1999 Special Project Grants and evaluating the effectiveness of those replicated and/or adapted materials for effectiveness in specific WIC settings (e.g. rural or urban) and/or WIC populations (e.g. Native Americans WIC participants, Hispanic WIC participants, etc.).

It is expected that States selected for full grant funding in the FY 2006 cycle will work cooperatively as a multi-state team on complementary projects around the RQNS theme. A lead State will be designated to coordinate the grantees participating in that intergovernmental, multi-state project. The lead State will receive an additional amount of grant money to fund the position of the Lead Project Investigator, who shall assist and coordinate the activities of grantee states.

**WIC SPECIAL PROJECT GRANTS- FY 2005
WIC CONCEPT PAPERS
TECHNICAL EVALUATION SHEET**

STATE AGENCY: _____

Reviewer's Name: _____

Reviewer's Signature: _____

Date: _____

TECHNICAL EVALUATION CRITERIA	MAX	SCORE
1. The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project.	20	_____
2. Potential contribution of the project to the theme of "Revitalizing Quality Nutrition Services in WIC - Childhood Overweight Prevention – Fit WIC 2".	50	_____
3. Uniqueness and innovation of project goals, objectives, and design.	30	_____
Grand Total		_____

1. The significance of the problem to be addressed is demonstrated and specific gaps or weaknesses in regional or national services have been identified and will be addressed through the proposed project

Score = _____

STRENGTHS

WEAKNESSES

2. Potential contribution of the proposed project to the theme of “Revitalizing Quality Nutrition Services in WIC WIC - Childhood Overweight Prevention – Fit WIC 2”.

Score=_____

STRENGTHS

WEAKNESSES

3. Uniqueness and innovation of project goals, objectives, and design.

Score = _____

STRENGTHS

WEAKNESSES

GRANT AGREEMENT

GENERAL TERMS AND CONDITIONS

**U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE**

AGREEMENT made and entered into by and between the Government of the United States of America, acting through the United States Department of Agriculture's Food and Nutrition Service (hereinafter referred to as the "Agency") and the _____ located at _____ (hereinafter referred to as the "Recipient").

WHEREAS, the Agency is conducting the Women, Infant, and Children (WIC) Special Project Concept Paper Grant as authorized under Public Law 108-447;

WHEREAS, the Agency deems it desirable to assist the Recipient in furtherance of the purpose of this program; and

WHEREAS, the Recipient is qualified and has indicated its willingness to carry out the program provided for herein in a manner and on conditions acceptable to the Agency.

ARTICLE I

Purpose

- A. The Agency hereby awards \$ _____
- B. The catalog of Federal Domestic Assistance Number for this project is 10.557.
- C. The Recipient shall carry out this agreement in accordance with its proposal dated _____, 2005 and any revisions to which both parties agree to in writing. However, the Recipient's budget shall be in accordance with the Items of Expenditure stipulated under Section C of Article III of this Agreement.

ARTICLE II

PERIOD

- A. The period of Agreement shall be from **September 30, 2005 through September 30, 2006**. All expenditures paid with funds provided by this Agreement must be incurred for authorized activities which take place during this period, unless stipulated otherwise.

WISP-05- 01

- B. In the event the time prescribed herein should prove insufficient for the Recipient to carry out the project provided for herein, the Agency may provide such extension of the period of the Agreement as may be deemed advisable. Any extension will be effective only upon the execution of an amendment to the Agreement for this purpose. All requests for extensions must be received [in writing] prior to the expiration date, and should not be included within the contents of the progress reports.

ARTICLE III

PAYMENT AND EXPENDITURES

- A. The funds awarded pursuant to this Agreement shall be used for the purpose described in Article I; shall be paid to the Recipient in accordance with the provisions of Section B herein below; and shall be expended in accordance with the Items of Expenditure set forth in Section C herein below.
- B. Payments under this Agreement will be made through the Agency's ASAP Letter of Credit payment system. Instructions have been provided to the Recipient by the Agency. Recipients should request funds based on immediate disbursement requirements and disburse funds as soon as possible to minimize the Federal cash on hand in accordance with policies established by the Treasury Department.
- C.

<u>Items of Expenditure</u>	<u>Amount</u>
-----------------------------	---------------

Total Grant Amount

ARTICLE IV

RESPONSIBILITIES

- A. In carrying out the purposes of this Agreement, the Recipient shall be responsible for:
 - 1. Planning, organizing and administering the projects described in Article I, and in accordance with the Recipient's proposal referenced in Article I, C and any revisions to which both parties agree to in writing.
 - 2. Maintaining accounting control over the funds provided by this agreement with proper documentation such as invoices, cancelled checks, airline ticket stubs, etc., that will adequately substantiate all payments charged to this Agreement. Costs paid with funds provided by this Agreement must be identifiable in the

WISP-05- 01

Recipient's accounting system as costs charged to this Agreement. Lack of such documentation could result in a disallowance of charges to this Agreement upon audit.

3. To manage the program consistent with legislation, administrative rules, regulations, and procedures of the State, including coordination and approval of all accounting procedures and with applicable Federal administrative requirements contained in OMB Circulars A-21, A-87, A-122, and A-133 and the regulations implementing them. Also, adherence is required to the 7 CFR Part 3015, 3016, 3017, 3018, and 3019, 3052 and 41 CFR 1-15.2 (FAR Part 31).
4. Ensuring that Contractors and subcontractors utilized under this project follow the appropriate cost principles as set forth by the Recipient, including Nonprocurement Debarment and Suspension Certification. The Recipient needs to have a written agreement with the Subcontractors and the Agency may review any such cooperative agreement, subgrants, subagreements or subcontracts entered into with other entities.
5. Participating in a quarterly phone conference meeting with FNS and other grantees to be scheduled each quarter or as needed. Meetings with Grantees will include representatives of three FNS Divisions: (a) Office of Analysis, Nutrition and Evaluation, (b) Grants Management Division, (c) WIC Division.
6. Partnering with a Social Scientist or an individual with a public health nutrition or public health research background who will be responsible for developing the concept paper into a full grant proposal. This person can come from a university, institute, consulting firm, or government agency.
7. Submitting a fully developed grant proposal for consideration under the FY 2006 WIC Special Project Grant funds by the deadline for such proposals. The full grant proposal will be developed without the provision of technical assistance of FNS. The fully developed grant proposal submitted by the State Agency for consideration under the FY 2006 WIC Special Project Grant will be evaluated through a competitive grant award process and the proposal is not guaranteed FY 2006 funding.
8. Acknowledging the support of USDA/FNS whenever publicizing works under this cooperative Agreement. To this end, the Recipient shall include in any publication resulting from work performed under this Cooperative Agreement, an acknowledgment in substantially the form set below:

“This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service. The contents of this publication do not necessarily reflect the view or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”

WISP-05- 01

9. Suspension/Debarment. The Grantee agrees to ensure that all sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 7 CFR sec. 3017.300 by doing any **one** of the following:
 - a) Checking the Excluded Parties List System (EPLS) found at www.epls.gov
 - b) Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise it own.
 - c) Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under it grant or sub-grant.
 10. Drug-Free Workplace (DFW) Rules. The Grantee agrees to (A) make a good faith effort, on a continuing basis, to maintain a DFW (including taking specific actions described at 7 CFR Sec. 3021.200 through 3021.230); and (B) identify all workplace locations where work under Federal award will be performed (7CFR sec. 3021.200). Since Federal entities will no longer collect a paper certification, this may include the following:
 - a) Notifying all sub-grantees and contractors of the Drug Free Workplace rules;
 - b) Making conforming changes to your internal procedures, directives, training materials; etc.
 - c) Incorporating the new rules into your sub-grantee monitoring practices.
- B. In carrying out the purpose of this Agreement, the Recipient and the Food and Nutrition Services Mutually Agree:
1. That the Grantee may seek and apply for funds from other sources, in support of the mission of the program, and shall ensure that externally funded projects reflect Federal regulations and policies.
 2. That this Grant Agreement may be amended in writing at any time by mutual agreement between the parties. If the Grantee wishes to submit a revised budget and work description, a justification shall be included. This material must be submitted to FNS at a minimum of 90 days prior to the end of the Grant Agreement Period.
 3. That FNS may unilaterally terminate the Grant Agreement for reasons of non-performance upon written notice to the Grantee in conformance with the requirements of 7 CFR 3016.

WISP-05- 01

4. In addition to the remedies for noncompliance specified at 7 CFR Part 3016.43, FNS may recover, withhold or cancel payment up to 100 percent of the funds made available under this agreement if an approved State agency fails to abide by the terms and conditions of this agreement.
5. The Grantee agrees not to seek any financial recourse from USDA as a result of any liabilities the grantee and designated State Agency might incur for bodily injury or personal property damage resulting from negligent acts, errors, or omissions of the State Agency, its officers, agents or employees, or if applicable its sub-recipients or their officers, agents, or employees, in performing this agreement. Liabilities of the United States are governed by the Federal tort Claims Act (FTCA), 28 U.S.C. 2671 et seq.
6. That any activities under the auspices of the program will be consistent with the mission of the program and will be executed through the designated State Agency.

ARTICLE V

Reporting Requirements

A. Quarterly Progress Reports – The Recipient shall submit an original and one copy of the Quarterly progress report to the FNS Program Office (See address and due dates below). The first report should reflect progress up to December 31, 2005 and should include details on:

- Major problems or delays encountered and how they will be resolved,
- Additional detail on work planned for the upcoming quarter, and
- A description of progress to date,
- Any other pertinent information.

Any problems, delays or adverse conditions that impair the ability to meet the objectives should be reported to FNS immediately. The notification should include information on any action taken or contemplated.

B. Final Progress Reports – The Recipient shall submit two copies of the final progress report to the FNS Program Officer (See address and due dates below) by **October 31, 2006**.

An original and one copy of the Progress Reports shall be submitted to:

**Sheku G. Kamara, Ph.D., Program Officer
Food and Nutrition Service, USDA
3101 Park Center Drive, 10th Floor
Alexandria, VA 22302**

WISP-05- 01

C. Quarterly Financial Reports - The Recipient shall submit an original and one copy of the quarterly financial status report (SF-269A) to the Grant Officer (See address and reporting dates below). Each report should reflect expenditures set forth in Section C. of Article III This report must be certified by the Recipient's chief fiscal officer or an officer of comparable rank.

D. Final Financial Reports – The Recipient shall submit an original and one copy of the final financial status report (SF-269A) to the FNS Grant Officer within 90 days after the expiration date of the grant agreement (See address and reporting dates below). This report must be certified by the Recipient's chief fiscal officer or an officer of comparable rank.

Financial Reports are to be forwarded to the address below:

**Lisa Johnson, Grant Officer
Food and Nutrition Service
3101 Park Center Drive, Room 738
Alexandria, VA 22302**

REPORT DUE DATES:

- | | | |
|----|------------------------|-------------------|
| 1) | First Report | January 31, 2006 |
| 2) | Second Report | April 30, 2006 |
| 3) | Final Progress Report | October 31, 2006 |
| 4) | Final Financial Report | December 31, 2006 |

NOTE: FY 2006 Grant proposals are due on or about June 1, 2006